

MILWAUKEE COUNTY
Engineering Services and Final Design Development for Little Menomonee River Parkway

PRE-PROPOSAL MEETING MINUTES
September 22, 2020

1. **Housekeeping:** A reminder to turn off cameras and request to hold questions to the end of the presentation was shared.
2. **Introductions:** Roll call style introductions were held in lieu of the traditional sign in sheet. The attendance list is provided as an attachment.
3. **Scope Review**
 - Project background
 - For greater context some background of the Milwaukee Estuary AOC was shared. Not everyone is familiar with the work being done in the AOC or know what that means.
 - AOC is a designation given to rivers and harbors with the severe problems from “legacy pollutants”, requiring special attention for cleanup and restoration. And in 1987 the Milwaukee Estuary was designated as an AOC
 - Looking at the map is the AOC include spans all the way up into Ozaukee county and includes the Milwaukee, Menomonee, and Kinnikinic Rivers, segment of several local creeks and the shoreline of Lake Michigan
 - In order to delist an AOC, Beneficial Use impairments (BUI) need to be removed. A BUI can be considered a way to measure the health of an AOC. It is significant environmental degradation that prevents people AND wildlife from fully using water resources in a safe or beneficial way
 - This project was designed to address the Loss of Fish and Wildlife Habitat BUI and aims to improve, enhance and expand habitat in LMR corridor.
 - General project description
 - To develop habitat management plan sets for Sections #4 and #5 and the design of a shallow water wildlife area in LMRP Section #5 and,
 - Meet the goals of the LMRP ERMP which was created in 2018 to inform the decisions and prioritize projects in the corridor.
 - Scope
 - Phases: We have three phases based on our two deliverables.
 - Phase 1
 - Phase 1A: Habitat Restoration Plans – 60% design
 - Phase 1B: Wetland Scrape Design & Construction Plans – 60% design
 - Phase 2
 - Phase 2A: Habitat Restoration & Wetland Design and Implementation Plan – Final Design
 - Phase 2B: Wetland Scrape Design & Construction Plans – Final Design
 - Phase 3: Bid Documents, Permitting, and Approvals
 - Section 4 Details:

- Contains remnant Beech-maple forest - this area requires careful invasive management, which is currently being conducted by MCP. This is located in Section 19 of the LMR 4 AOC Restoration Project Map (found in the ERMP)
- Reforestation – 5.9 acres. Located in sections 18 and 20 of the LMR 4 AOC Restoration Project Map.
- Rapid Response Invasive Species Removal – 95.3 acres. Located in Section 17 of the LMR 4 AOC Restoration Project Map.
- Considerations for priority species will need to be taken
- Fisheries design work also being conducted by Ozaukee County in this project area.

○ Section 5 Details:

- Rapid Response Invasive Species Removal – 90.4 acres. Located in sections 21, 22, 23 and 30 of the LMR 5 AOC Restoration Project Map.
- Forest Stand improvement (FSI) – 15 acres. Initial work conducted by MCP and then seeding to be conducted by a separate contractor. Located in section 24 of the LMR 5 AOC Restoration Project Map.
- Grassland Management – 26 acres. Located in section 25 of the LMR 5 AOC Restoration Project Map.
- Grassland Restoration – 36.1 acres. Located in sections 26 and 29 of the LMR 5 AOC Restoration Project Map.
- Wetland Enhancement and Buffer – 4.5 acres Located section 27 of the LMR 5 AOC Restoration Project Map.
- Sedge Meadow Restoration – 4 acres. Located section 28 of the LMR 5 AOC Restoration Project Map.

4. **Schedule:** A review was given of the project timeline and schedule. That schedule has now been modified in Addendum #1.

5. Proposal Requirements

The proposal requirements are listed in the RFP in sections "Submission Requirements" (RFP p. 9-12) and "Attachment 3: Proposal Preparation, Submission, and Evaluation Requirements". All the requested forms need to be completed and included with the proposal. We would like to remind everyone to carefully review the followed sections and guidance:

- DBE Goals: The Disadvantaged Business Enterprise participation goal for this project/contract is 17%. (RFP p.10)
- Natural Areas Management Recommendations (RFP p. 11)
- COVID -19 Preparation (RFP p. 11-12)
- Remember, this is not a bid procedure, and an agreement will not be awarded solely on the basis of the low fee proposal.

6. Selection Process

Proposals will be evaluated based on:

- The Quality and Responsiveness to the RFP (20%),
- Capacity to perform the work (30%),

- Qualifications and Experience (35%), and
- Total Fee and Hourly Rates 15%).

7. Next Steps

The next step will be the issuance of the addendum, which include:

- Clarifications to questions asked during this meeting
- Meeting minutes
- Revisions to the RFP
- We wanted to note that TBE forms were included in the RFP attachments, rather than DBE. DBE forms will be included in the addendum.

A reminder was given that proposals are due no later than 2:00 PM October 2nd. Please submit 5 physical copies of the proposal, sealed in an envelope or equivalent, and 1 electronic copy, submitted as a PDF. It was also noted that there is a cut off period for questions to allow time for proposal preparation. Milwaukee County will not post anything new within two days of the proposal due date.

***Questions were then held and are included as part of Addendum #1.**

Sign-in Sheet
PRE-PROPOSAL MEETING
Project: [project name and number]
[date, time, and location of meeting]

[illegible]